

Policies and Procedures for Collecting Fines and Fees For Overdue and Lost Books

When books that are borrowed by students, faculty and staff are declared overdue and/or lost, fines and fees are assessed to the individual(s) responsible for the transaction. Undergraduate and Graduate students may checkout books for a period of three (3) weeks, Staff and Faculty may checkout books for a period of one (1) semester, and Community Users may check out books for a period of two (2) weeks. Books not returned after the due date is assessed ten cents (\$.10) per day. Reserves books not returned after two (2) hours are assessed a twenty-five cents (\$.25) per hour late fee. The library only accepts cash and checks for overdue and lost books.

The library follows the procedures below for collecting fines and fees for overdue and lost books:

- The student, faculty or staff member will be given a written receipt after fines and/or fees have been paid for overdue or lost books.
- Receipts are recorded in triplicate: one will be retained by the library and others by the Bursar.
- Individuals paying by credit card will be directed to the Bursar's Office to settle their fines/fees.
- Circulation will accept payment by cash or check.
- Before deposits are made, the amount(s) will be recorded on a TSU Deposit Form issued by the Bursar's Office
- Funds collected will be deposited in the Bursar's Office on a daily basis. Funds that are collected after 3:00 p.m. will be secured in a Lock Box and stored in a locked office.